

# Pony Club Structure

Adopted June 2017

Amended Nov 2019

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# The Charity Company

## Voting Company Members

Under its Articles the Trustees are the ultimate authority of The Pony Club (subject to review by the Company Members at the Annual General Meeting) and are responsible for the general administration and management of its affairs.

The Company Members comprise the Trustees, Area Representatives, Chairs of Committees and the Branch Operations Directors.

- The Company Members meet annually, in November for the AGM and the opportunity to hold the Trustees to account and discuss progress and achievements.
- The Trustees (including the Chair and Vice Chair are elected by the Company Members at an Annual General Meeting for a three year term on the basis of one vote per person in the case of volunteers occupying multiple roles.
- Any 5 Company Members may call a General Meeting.

The salaried Senior Management Team are not Company Members:

- Chief Executive Officer
- Chief Operating Officer
- Head of Finance

# The Structure of The Pony Club

## Trustees

1. Chair of The Pony Club (Meeting Chair)
2. Vice Chair of The Pony Club
3. Treasurer
4. Area Rep
5. Area Rep
6. Centre Rep
7. Trustee
8. Trustee
9. Trustee
10. Trustee
11. Trustee
12. Trustee

*Also attended  
by CEO and  
COO*

## Management Committee (Voting)

1. Vice Chair of The Pony Club (Meeting Chair)
2. CEO
3. COO
4. Head of Finance
5. Training Chair
6. Sport Chair
7. Centre Chair
8. Area Rep Chair
9. Area Rep
10. Area Rep
11. Volunteers Chair
12. Rules and Compliance Chair
13. Health and Safety Chair
14. Finance Chair

## Committees

1. Management Committee
2. Finance
3. Health & Safety & Safeguarding
4. Rules & Compliance
5. Area Reps
6. Training
7. Centres
8. Volunteers & Officials
9. Sports Committee

*The Sports Committee comprises all Chairs of individual Sports Committees (a-i below). Each individual Sport Committee has a Chair, a Vice Chair and at least one AR*

- a) Dressage Committee
- b) Endurance Committee
- c) Eventing Committee
- d) Mounted Games Committee
- e) Polo Committee
- f) Polocrosse Committee
- g) Pony Racing Committee
- h) Show Jumping Committee
- i) Tetrathlon Committee

# The key roles of Trustees, Management Committee and S.M.T.

## Trustees:

### *Chaired by Pony Club Chair*

- Set and monitor the Strategic Plan in conjunction with the Management Committee
- Responsible for Charitable requirements
- Manage risk as guardians of the reputation of the Pony Club and maintain the Risk Register
- Succession planning
- Innovation development
- Horse Welfare
- Financial control including Budget approval
- Supervise compliance with legal and regulatory matters
- Delegate responsibility to the Management Committee and the Senior Management Team
- Maintain good relationships as a member of the BEF and Senior Sport bodies
- Review governance

Minutes supported by the office

## Management Committee:

### *Chaired by Pony Club Vice Chair*

- Supervise and implement the Strategic Plan
  - Recommend to Trustees any proposed adaptations to the Strategic Plan following committee and SMT consultation
- Develop working systems within the Pony Club – officers, volunteers
- Manage finances within Budgets in conjunction with Finance Committee
- Monitor the practical impact of all decisions on Pony Club Members
- Oversee website priorities
- Staff structure, care and development
- Ensure compliance in legal and regulatory matters
- Delegate to Committees
- Confirmation of Area Representatives
- Membership development
- Participate in BEF, and its member bodies, Sport England, SportWales, Sportscotland SportNI UKSport
- Review governance

Minutes supported by the office

## Senior Management Team

### *Chaired by Pony Club CEO*

- Implement policy decisions
- Day to day administration and functioning of The Pony Club
- Manage e-consultation, meetings, e-meetings
- Formulate proposals for consideration by the Trustees, Management Committee and Committees with clear and reasoned suggestions
- Provide professional and impartial advice to Trustees and committees
- Website and ICT development
- Care and development of the Pony Club Stakeholders
- Sponsorship, fundraising and legacies
- Marketing
- Merchandise
- Participate in BEF, and its member bodies, Sport England, Sport Wales, Sportscotland Sport NI UK Sport

Minutes supported by SMT

# The key roles of the Committees 1 - 4

## Finance

- Balance sheet
- Profit and Loss account
- Cash flow
- Subscriptions
- Bursary development
- Fundraising
- Gift Aid
- Investment
- Support toolkit for Branch Treasurers
- Scrutinise committee budgets

Minutes supported within committee

## Area Reps

- Communication between Management and Branches, Committees
- Election from among themselves their Chairman, two Trustees and two Management Committee,
- Branch matters
- Area Training and assessment responsibilities
- Impact on Pony Club Members
- Appointment of DCs, ARs
- Strengthening connections between Branches and Centres
- Identifying volunteer needs
- Serve on Committees as required

Minutes supported within committee

## Training

- Development of Pony Club Member Training and Assessment initiatives
- Training Bulletin
- Ideas forum (sharing best practice)
- Bursary allocation
- Coach Conference development
- Coach database
- e-learning for PC Members
- CPD
- e-CPD for Coaches, Assessors and Officials

Minutes supported within committee

## Centres

- Centre Development
- Centre approval and validation
- Overseas membership
- Consultation and communication with Committees
- Strengthening connections with Branches
- Impact on Pony Club Centre Members
- Development of resources
- Centre Co-ordinator support

Minutes supported within committee

# The key roles of the Committees 5 - 8

## Health, Safety and Safeguarding

- Policy
- H&S implications of new rules
- Implementing medical advice
- Hat Rule and Body Protector Rule
- Provide training for H&S
- Provide training for Safeguarding
- Develop training materials
- Developing training
- Horse welfare

Minutes supported within committee

## Rules and Compliance

- Scrutinise Rule books including consistency where possible, the law of unintended consequence
- Disputes
- Complaints (all) including development of Complaints Policy
- Disputed transfers
- AR and DC standards
- Discipline and Codes of Conduct

Minutes supported within committee

## Volunteers and Officials

- Recruitment
- Conduct of Elections
- Responding to Trustees' nominations of Chair and Vice Chair
- Recognition and Reward
- Training & Development
- Ratification of DC's
- Consultation
- Ambassadors

Minutes supported within committee

## Sports Chairs

- Sports Rules including eligibility
- Championship entry fees
- Competition development
- Template creation (entries, scoring systems, score sheets)

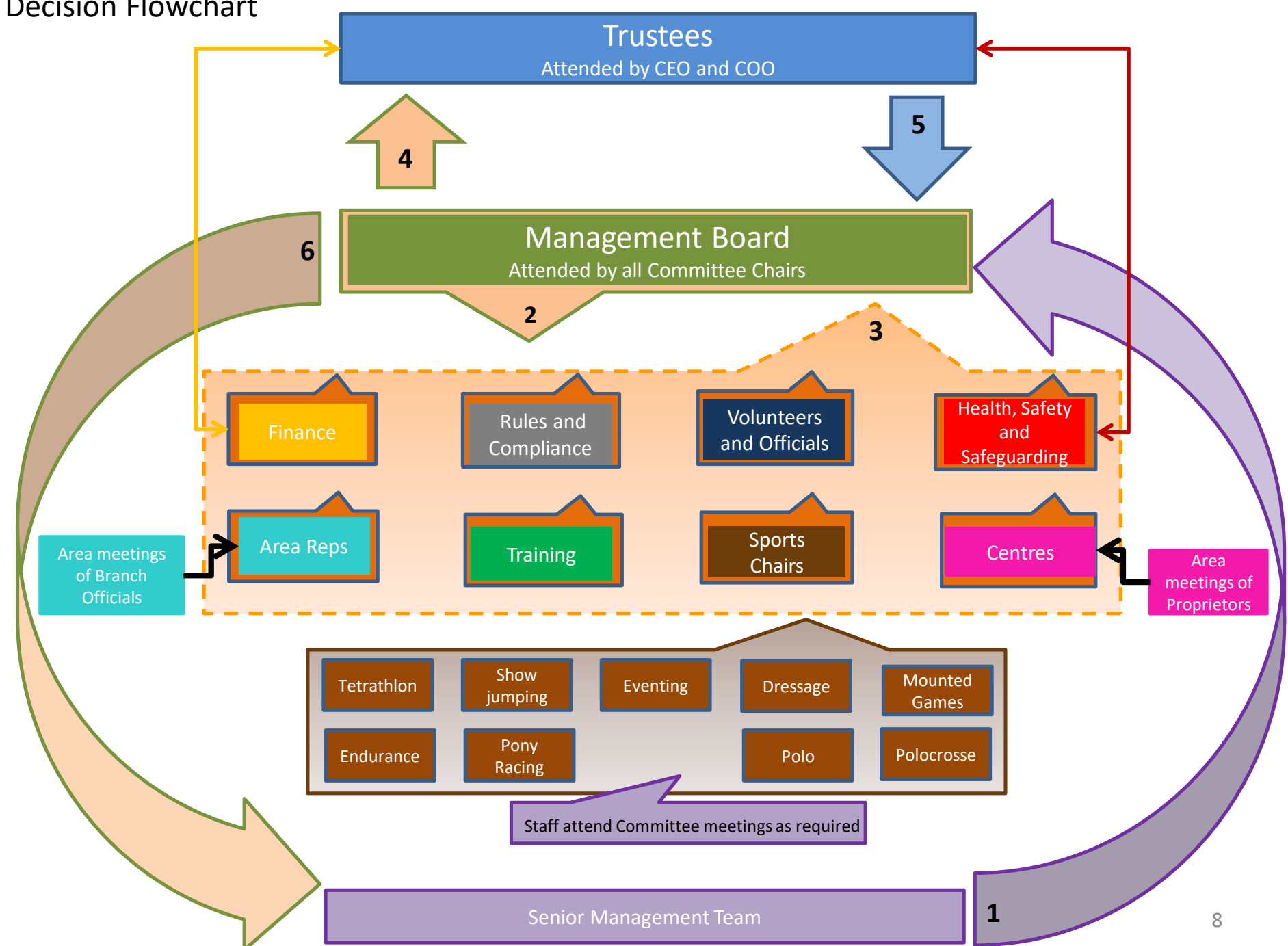
Minutes supported within committee

## Sports Meetings

- Sports Rules including eligibility
- Competition development
- Administrate Sports Discipline
- Adjudicate sports matters requiring resolution
- Events Management
- Financial Budgeting

Minutes supported within committee

Decision Flowchart





# The Pony Club Committee member roles and duties

Committee Members may have more than one volunteering role, e.g. Trustee and Committee member. In their role as AR / Sport Chair they will represent the views of their Committee to the Management Board, and explain the actions of the Management Committee to Committee members.

The **ARs** are the interface with the membership via the **DCs** for Branches and the **Centre Proprietors** for Centre members.

## Committee Chair roles and duties

### include:-

- Attend meetings as per the Meetings cycle
- Respond to minutes and consultation docs within the agreed timescale
- Attend Biennial Conference
- Attend National Championships
- Foster relationships with BEF and other equestrian bodies both nationally and locally

## Committee Member roles and duties

### include:-

- Attend meetings as per the Meetings cycle, or send apologies (if three consecutive meetings are missed, the Chair may flag to Rules and Compliance Committee where reappointment may be considered)
- Respond to minutes and consultation docs within the agreed timescale
- Attend Biennial Conference
- Attend National Championships where appropriate
- Foster relationships with other equestrian bodies both nationally and locally

- Face-to-face meetings Sept-Oct. Conference calls, shared document reviews and online questionnaires for other meetings
- All meetings to be minuted and circulated to all attendees with relevant action points with 5-day time lapse approval

## THE PONY CLUB STRUCTURAL YEAR

Jan	Management	Centres	ARs	H,S & S	Training	<div>Show jumping</div> <div> <div>Eventing</div> <div>Polo</div> </div> <div> <div>Dressage</div> <div>Polocrosse</div> </div> <div> <div>Tetrathlon</div> <div>Endurance</div> </div> <div> <div>M-Games</div> <div>Racing</div> </div>
Feb	Finance	Trustees	R & C		Sports Chairs	<div>SPRING Area DC meetings</div> <div>SPRING Centre meetings</div>
March	Management	Centres	ARs		Training	PONY CLUB CONFERENCES Coaches or Officials Awards Event
April	Finance	Trustees	H,S & S			
May	Management	Volunteers & Officials		R & C		<div>Show jumping</div> <div> <div>Eventing</div> <div>Polo</div> </div> <div> <div>Dressage</div> <div>Polocrosse</div> </div> <div> <div>Tetrathlon</div> <div>Endurance</div> </div> <div> <div>M-Games</div> <div>Racing</div> </div>
June	Finance	Trustees	R & C		Sports Chairs	
July	Management	Centres				
Aug	The PONY CLUB CHAMPIONSHIPS Ideas Fair /Consultation re Sports Rules					
Sept (Physical)	Management	Volunteers & Officials	Trustees	ARs	R & C	Training <div> <div>AUTUMN Area DC meetings</div> <div>AUTUMN Centre meetings</div> </div>
Oct	Finance	H,S & S		Sports Chairs		<div>Show jumping</div> <div> <div>Eventing</div> <div>Polo</div> </div> <div> <div>Dressage</div> <div>Polocrosse</div> </div> <div> <div>Tetrathlon</div> <div>Endurance</div> </div> <div> <div>M-Games</div> <div>Racing</div> </div>
Nov	Management	Centres	Trustees	ARs	R & C	AGM, final ratification of the Rules of the Pony Club, CEO report and plan for next year. A training item. Year Book and Rule book completion
Dec						

## Additional Notes

Information passes regularly between the relevant groups so that proposals which originate from the Senior Management Team are considered by the Management Committee and then by the Trustees with ample opportunity for discussion and comment.

To enable this to happen smoothly there should be a rapid turnaround of Minutes, with replies and comments also made quickly. Whilst the diagrams set out best practice, there will always be occasions when pressure of time prevents completion of the full process. In those circumstances, appropriate adjustments must be made, always bearing in mind the need for consultation even if only limited time is available.

Responsibility for all disciplinary matters is delegated to the Rules and Compliance Committee. As a last resort, in certain cases an appeal could be made to the Vice Chair of the Pony Club, who will form an Appeal panel to consider the matter.

Management, Finance, Health, Safety and Safeguarding are standing committees under Ther Pony Club Articles of Association.